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ALSO:

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C I A INTERNAL USE ONLY

DATE: 29 June 1959

FROM : Chief, Records Management Staff

SUBJECT: Meeting of Records Officers

1. It has been longer than I would have preferred since Records Officers and members of the Records Management Staff met as a group. I regret that the pressure of other matters has prevented us from meeting sooner.

2. While July, with vacation schedules interfering, probably is not the best month to call a meeting, I am reluctant to postpone further a discussion of several important topics. I have therefore scheduled a meeting of Records Officers for 10:00 A.M., Tuesday, July 7, in room 153, building [redacted]. The following is a tentative list of the topics I would like to cover, in addition to any you may wish discussed:

- a. Processing of Requisitions for Filing Equipment.
- b. Annual Report to Measure the Effectiveness of Records Management.
- c. Transfer of Records to and from other Federal Agencies.
- d. Records Center Requests for Service.
- e. Records Control Schedule for DD/P Support Records.
- f. Courier Receipt and Log Record.
- g. Consolidation of VM Repository and Records Center Operations.

3. The length of this meeting of course will depend on the amount of group discussion. However, I do not plan to extend the meeting beyond 11:30.

4. I shall look forward to meeting with you.

